



CIRCULAR

Sub: Revised modalities for engaging Ex-CWC Employees/Outside experts as Consultants/Advisors on contractual basis

The BoD in its meeting held on 17.02.2023 reviewed the policy of engagement of Ex-CWC Employees/Outside experts as Consultants/Advisors in the Corporation. Certain modifications in the policy of engagement of Consultants/Advisors on contractual basis have been approved by BoD which are given as under:

1. The Consultants/Advisors would be appointed as per operational requirement and the authority to decide the contractual appointment of Consultants would be with MD, CWC. However, while considering such cases, DPE/CVC guidelines should also be kept in view.
2. For Outside Experts, Ex-Officers of Central Govt./PSUs/Autonomous Bodies having considerable experience in the relevant field with excellent communication skills must be considered for engagement as Consultants/Advisors.
3. The deduction of amount from monthly remuneration will be made on pro-rata basis if the Consultant/Advisor remains absent from place of deployment except one holiday per month allowed to them with the prior approval of the concerned HoD/Regional Manager.
4. Keeping in view of the fact that there is an all-round escalation in cost of living and to attract the good talent in the Corporation, it has been decided to revise the amount of monthly consolidated remuneration for Consultants/Advisors as under. As per the approval accorded by Administrative Ministry, E-4 Scale has been operational in the Corporation.

Sr. No.	Level of retired Official (IDA Scales)	Revised Monthly Remuneration (Rs.)
1	E-1	44,000/-
2	E-2	55,000/-
3	E-3	66,000/-
4	E-4	77,000/-
5	E-5	88,000/-
6	E-6	99,000/-
7	E-7	1,10,000/-
8	E-8	1,32,000/-
9	E-9	1,50,000/-

Above remuneration shall be applicable only in case of the Consultants/Advisors who shall be issued letter of engagement in the Corporation post 17.02.2023. The existing monthly remuneration shall continue for all existing Consultant/Advisors till the end of their consultancy tenure

5. The clarification on any aspect related to the policy of engagement of Consultants/Advisors in CWC shall be issued with the approval of MD. Further, MD shall have the authority to modify the induction modalities for the engagement of Consultants/Advisors in CWC.

In addition to above, the following modalities shall be followed while engaging the Ex-CWC Employees/Outside experts as Consultants/Advisors on contractual basis:

6. The existing process of forwarding the requirement for engaging Consultants/Advisor shall continue to be followed as detailed in Para-1 of the Circular No CWC/I-Consultant/Policy/2018-19/650A dated 27.03.2019. The proposal for initiating the engagement of Consultants/Advisors shall be put forward to the Personnel Division, Corporate Office by concerned HoD/RM. The proposal shall be approved by the MD after recommendation of the Director concerned.
7. The applications in respect of Consultants/Advisors are currently being invited using the CWC in-house online portal only and the same is to be continued in future.
8. For requirement of Consultants/Advisors at Corporate Office, the Personnel Division will issue an Advertisement Notice on CWC website for inviting the applications from Ex-CWC officials or Outside Experts as the case may be clearly indicating the monthly remuneration payable according to the job requirement. The applications as received will be scrutinized by the Committee to be constituted by Managing Director. The recommendation of the Screening Committee would be examined by Personnel Division and placed before Managing Director for approval. The shortlisted candidates will be called for personal interaction by a Committee to be constituted by Managing Director. The authority to decide the contractual appointments of Consultants/Advisors would be with MD, CWC.
9. For requirement of Consultants/Advisors at Regional Office/Warehouse/ CFS/ ICD/DPE etc., concerned Regional Office shall issue the Advertisement Notice for uploading on CWC website. The applications shall be scrutinized by a Committee to be constituted by concerned Regional Manager. After scrutiny of applications, eligible applicants shall be called for personnel interaction at Regional Offices. Personal Interaction shall be held by a Committee to be constituted by the concerned Regional Manager. The recommendations of the interaction committee shall be endorsed by the concerned Regional Manager and the proposal shall be put forward to Personnel Division for final approval by the Managing Director. The recommended Consultant/Advisor shall be engaged in the Corporation by the concerned Regional Manager after approval by MD.
10. The Officials retired from E-6 and above are to be designated as Advisor instead of Consultant.
11. The notification for engagement of Consultants/Advisors is to be placed on CWC website and Social Media Accounts of the Corporation for wider circulation in place of newspaper advertisement.
12. The Consultant/Advisor will be engaged initially for one (01) year and the tenure could be extended on yearly basis as per the need till the age of 65 years.
13. The Candidates shall not be paid TA/DA for attending the Personal Interaction/Interview. The Offer of engagement will be issued by Personnel Division in respect of Consultants/Advisors to be engaged at Corporate Office. For the Consultants/Advisors to be engaged at Regional Office/Field Units, Offer of engagement shall be issued by concerned Regional Office. Offer of engagement is to be issued to the candidates giving 15 days clear time for joining on the assignment for which no TA/DA will be paid.
14. There should be no disciplinary/criminal proceedings/charge sheet pending against the applicant nor any punishment was awarded to him/her by the Organisation/s where he/she was serving for the last 10 years' before his/her superannuation. A self-declaration to this effect would be required as per the format given in Circular No. CWC/CO-PD0RECT/14/2020-PERSONNEL Date: 26.07.2021. The Corporation may verify details from last organisation of the Consultant/Advisor and in case it is found to be not true, his/her services will be terminated without assigning any reasons.

15. The Consultant/Advisor shall have to sign a Non-Disclosure and Confidentiality Agreement with the Corporation on appropriate value of Stamp Paper which is in consonance with prevalent guidelines of the corporation.
16. The Consultant/Advisor would be required to work on all working days from 9.30 AM to 6.00 PM at Corporate Office and 10.00 AM to 5.00 AM at Regional Offices and at Warehouses as per timings notified by RM/CO.
17. The performance of Consultant/Advisor engaged at CO/ROs/WHs is to be monitored as per the guidelines promulgated vide Circular No CWC/CO-PD0RECT/142/2020-PERSONNEL-PART (1) dated 01 July 2021.
18. Consultant/Advisor would be paid TA/DA/Hotel charges as per eligibility of the last post held at the time of retirement and in the case from other PSU/Govt., of the equivalent post in CWC, while on official tour, subject to maximum of E-8 Level.
19. The Consultant/Advisor would not communicate any of the information to any outside agency related to the matter, whatsoever, comes to his knowledge during the period of their consultancy.
20. The Consultant/Advisor would not sign any document/affidavit etc. given to outside agencies on behalf of the Corporation.
21. The Consultant/Advisor will get no other benefit whatsoever except the consolidated remuneration being offered to him/her.
22. The TDS would be deducted as per applicable rules/laws on the consultancy charges.
23. The Consultant/Advisor would maintain absolute integrity/devotion and discipline during the period of their consultancy with the Corporation.
24. The Consultant/Advisor shall have to attend at the work place/on holidays/late hours as may be required by Controlling officer for which no extra remuneration will be paid.
25. The period of Consultancy can be terminated anytime by the Corporation without any notice and assigning any reasons thereof.
26. The Consultant/Advisor working with CWC will not be permitted to take up any assignment with other organisation/Company (Govt. or private) during the currency of their consultancy in CWC.
27. The Consultant/Advisor engaged by the Corporation will have no employee/employer relationship with CWC. Hence, they will not be eligible/entitled for any such benefits available to the employees of CWC.

(Anil Manik Rao)
Group General Manager (Pers.)

Copy to:

- All HoDs, CWC, CO, New Delhi for information
- All RMs, CWC, ROs - for information and request to forward this Circular to the Consultants posted within their region.
- All Consultants posted at CWC, CO, New Delhi for information.
- SAM (MIS), CWC, CO, New Delhi for arranging to upload on CWC website.
- PPS to Director (Pers.), PS to MD, PA to Director (Finance), CWC, CO, New Delhi for information.

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